CAP VEHICLE INSPECTION GUIDE AND JUSTIFICATION
(CAP FORM 73)
INSTRUCTIONS FOR INSPECTION SECTION

1. **CAPF 73 is designed to be used for one month. The CAPF 73 must be kept in the vehicle and updated daily. The completed CAPF 73 for the month will be maintained for current and prior year.**

2. **The general information section of CAPF 73 should be filled out completely the beginning of each month.**

3. **All corporate vehicles will be inspected prior to the first operation of the day using the CAPF 73. After inspection, operator must sign appropriate signature block for that day.**

4. **All discrepancies identified will be annotated and action taken to correct noted discrepancies as soon as possible.**

(PDF) Corrected Copy

CAP VEHICLE INSPECTION GUIDE AND JUSTIFICATION

(CAP FORM 73)

INSTRUCTIONS FOR TIME AND VEHICLE USAGE DATA

1. **TIME USED COLUMN:** The sequence numbers in this column reflect the number of times the vehicle was used for the month. The vehicle may be used one or more times per day.

2. **ADMIN/CADET ACTIVITIES/MISSON SUPPORT COLUMN:** Annotate the number of hours (to the nearest half-hour) the vehicle was used for administrative support per use.

3. **OTHER COLUMN:** If vehicle use does not fall under the previous categories, annotate time in the "OTHER" column and provide the description of the use in the "OTHER DESCRIPTION" column.

4. **TOTALS:** Add each column separately.

   Annotate in the upper left of block the total number of times used in the particular category.

   Annotate in the lower right of block the total number of hours the vehicle was used in a particular category.

"Times Used" Example: The <u>first</u> time the vehicle was used for the day it was used 2.5 hours for "ADMIN" use. The <u>second</u> time the vehicle was used that same day it was used 12 hours for "MISSION SUPPORT".

"Times Used" Example: The <u>third</u> time the vehicle was used was on another day and it was used 16 hours for "MISSION SUPPORT" and not used again that day.

"TOTAL" Example: For the month the vehicle was used a total of "1 Time"/ "2.5 Hours" for "ADMIN" use and a total of "2 Times" / "28 Hours" for "MISSION SUPPORT".

NOTE: The "TIME AND VEHICLE USAGE DATA" and "END OF MONTH ODOMETER READING" must be reported by the Wing/Unit NLT 10th of the month following the reporting month.

TIME AND VEHICLE USAGE DATA
(Enter Number of Hours (rounded up) Under the Appropriate Use Category)

TIMES USED	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER	OTHER DESCRIPTION
1.	2.5				
2.			12		
3.			16		
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
TOTAL	1 / 2.5	/	2 / 28	/	

* ANNOTATE TOTAL NUMBER TIMES USED IN THE UPPER LEFT SECTION OF BLOCK
* ANNOTATE TOTAL NUMBER OF HOURS IN THE LOWER RIGHT SECTION OF BLOCK

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